

United States Department of Agriculture
Natural Resources Conservation Service
Pacific Basin Area
FHB Building, Suite 301, 400 Rt. 8
Mongmong, Guam 96910

PACIFIC BASIN AREA – Instructions for Submitting EQIP Applications

Submit all application material listed below to your local Natural Resources Conservation Service (NRCS) field office or contact the Pacific Basin Area Farm Service Agency (FSA) representative no later than the close of business of the last day of the sign-up period. Materials received after the deadline will not be processed until the next sign-up period.

I. CCC-1200 Conservation Program Contract & Appendix to Form CCC-1200

Submit the original signed and completed CCC-1200 & Appendix in hard copy or facsimile no later than the close of business of the last day of the sign-up period.

A. CCC-1200 Conservation Program Application/Contract

1. Item 7

- Check box next to “Environmental Quality Incentives Program”.
- Sign and date.

2. Item 7a

- If desired and qualified, self-certify as Limited Resource Producer or Beginning Farmer/Rancher.
- Sign and date form.

3. Work with local field office to develop performance/payment scheduled for contract.

4. Item 10

- Enter the name, address, and phone number of each participant.
- Check the “OW” box for owner, or the “OP” box for operator.
- Enter each participant’s percent share and producer’s ID number (social security number, tax identification number or other PBA approved identification number. Additional contract participants may be listed on “CCC-1200 continuation” page).
- Sign and date form.

B. Appendix to Form CCC-1200

1. Read Appendix to Form CCC-1200.

2. Page 7 – Acknowledge receipt of Appendix. Each contract participant must sign & date the Appendix and initial each page of the Appendix.

II. Form PBA-SCIMS Applicant Information for U.S. Department of Agriculture (USDA) Programs

Fill in information as requested on the sheet titled “Applicant Information for USDA Programs.” For assistance in completing the form, please contact your Pacific Basin Area Farm Service Agency (FSA) representative or the NRCS Local Registration Authentication Representative.

III. Concurrence Letter

If the applicant is a lessee, the landowner must provide written permission to allow the installation of structural practices funded by EQIP. A sample concurrence letter is provided in the application packet.

IV. Proof of Control of Land

Submit one of the following documents as proof of control of the land:

A. Ownership

1. Copy of deed
2. Real estate tax statement
3. Land contract

B. Corporation (Legal Documentation Showing Current Stockholders)

1. Latest corporation minutes with current stockholders listed
2. Copies of current stock certificates
3. Articles of incorporation
4. By-laws (signature authority)

C. Trusts

1. Copy of the trust agreement (personal information may be marked out)
2. Statement from the lessor showing acres, term of lease (years), and identification of acres (i.e., tax map key number)

V. Form CCC-502 Farm Operating Plan for Payment Eligibility

Please see your local Pacific Basin Area Farm Service Agency (FSA) representative to fill out the CCC-502 form appropriate for your operation.

VI. Form AD-1026 Highly Erodible Land & Wetland Conservation Certification

For assistance in completing form AD-1026, please contact your local Pacific Basin Area Farm Service Agency (FSA) representative.

VII. Form NRCS-CPA-38 Request for Certified Wetland Determination /Delineation

Fill in information as outlined on the form NRCS-CPA-38. The landowner must sign the form which will allow NRCS entry onto the property to determine the extent of wetlands on the land. A sample NRCS-CPA-38 cover letter is provided in the application packet for your use if needed.

VIII. Form CCC-526 Payment Eligibility Average Adjusted Gross Income Certification

For assistance in completing form CCC-526, please contact your local Pacific Basin Area Farm Service Agency (FSA) representative. If you have any questions about completing any of the forms, please contact your local NRCS field office or your local Pacific Basin Area Farm Service Agency (FSA) representative.

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.
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